

# Equal Employment Opportunity Manager Orientation

## Information

### What's the class about?

This one-day class is designed to provide class participants with information and resources to understand the role of the of the Equal Employment Opportunity (EEO) Officer, respond to DFEH and EEOC inquiries, build relationships with internal departmental offices, effectively use EEO counselors and investigators, and obtain information about State Personnel Board programs and training classes relevant to equal employment opportunity.

### What's the class objective?

Participants will learn strategies to effectively manage a departmental EEO program.

### Who should attend?

This class is designed for employees responsible for direct and indirect oversight of a departmental EEO program. Those that supervise EEO Officers/Managers and Investigators may also benefit from this course.

### How much is tuition?

\$80 per participant

### When is the class offered?

January 30, 2007

8:00 a.m. – 5:00 p.m.

### Location?

Secretary of State, 1500 11<sup>th</sup> Street

